

# Loudoun County Grading Permit Packet

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## **This Packet contains:**

- (1) Fee Schedule
- (1) Application for Grading Permit
- (1) Information on Virginia Stormwater Management Permit (VSMP) requirements
- (1) Unit price sheet for the Erosion and Sediment Control Bond Estimate
- (1) Agreement in Lieu of Plan for single family residences
- (1) Typical Narrative for Construction of Single Family Residence in Rural Zoning Districts
- (1) Standards and Specifications for Erosion Controls
- (1) Checklist guide for preparation of an Erosion and Sediment Control Plan
- (1) Letter of Credit form to be used by your bank to prepare a Letter of Credit
- (1) Corporate Surety Bond form to be completed by your bonding company
- (1) Form W-9 to be completed and submitted with cash bond

## **To fill out the Grading Permit Application:**

- Fill out the Application ENTIRELY. Do not leave any blank lines. If any information is found to be incomplete or inaccurate, the application will not be accepted. This may delay review and/or approval of your application.
- Include the Property I.D. (aka MCPI or PIN) number(s) available from the land records or the Real Estate Tax Map. If you do not know the MCPI number(s), it is obtainable from the Loudoun County Office of Mapping and Geographic Information.
- Directions to the site (bottom of Page Three) should be orientated from the Town of Leesburg.
- Fill in an accurate estimate of the disturbed acres to the nearest hundredth. (For example: 1.55 acres)
- Please include the purpose of the project (bottom of Page Three). For example: “water and sewer utility” or “residential subdivision” or “neighborhood playground” or “architectural berm” etc.
- The application MUST be signed by the property owner or authorized agent (page 4). If an authorized agent signs, please provide a copy of authorization from the owner.
- Include Letters of Permission for any related off-site land disturbance.
- Provide a zoning clearance letter if your site is within the boundaries of any incorporated town.
- Provide copy of VSMP construction permit or proof that the construction site operator has secured or will secure a VSMP construction permit from the Virginia Department of Conservation and Recreation (DCR). Information about the permit is available at DCR website. [www.dcr.state.va.us](http://www.dcr.state.va.us)

## **Submit the application to the 2<sup>nd</sup> floor Building/Zoning Permits Counter, c/o Building & Development, 1 Harrison Street, Leesburg:**

- **You must submit the following:**
  - 1) Grading Permit Application
  - 2) Fee check
  - 3) Any necessary permits or letters (such as Letters of Permission, VSMP permit, Corps of Engineers wetlands permit, or Town Zoning Clearance Letter)
  - 4) E & S bond estimate (see the enclosed unit price sheet for E & S bonds)
  - 5) **Four (4)** copies of the Erosion and Sediment Control Plan (must be in a Phase I and Phase II format)
- PLEASE take great care in calculating your fee – if the fee has not been calculated correctly, the application will not be accepted.
- The Erosion and Sediment Control Engineering Technician for Loudoun County will contact you with comments to be addressed or written approval.

## **Upon written grading plan approval notification by the County, please submit your bond documents to the 3<sup>rd</sup> floor, c/o Bonds Management, Building and Development Counter, 1 Harrison Street, Leesburg:**

- **Bring a copy of your grading plan approval letter and the appropriate collateral in the form of**
  - 1) Cashiers or certified check (a W-9 form is required with all cash submittals)
  - 2) A Letter of Credit, or
  - 3) Corporate Surety Bond, for the amounts specified on the approval letter.
- **Note: The date on the Grading Permit Application shall be same date referenced on the collateral.**

## **Upon approval of the bond by the County:**

- An E&S Engineering Technician will contact the applicant within ten (10) workdays to schedule the pre-construction meeting. The Grading Permit Placard will be issued at the Pre-Construction Meeting.

## **Prior to any land disturbance, you are required to have an on site pre-construction meeting:**

- **The pre-construction meeting requires:**
  - 1) The Limits of Clearing must be flagged prior to the meeting.
  - 2) The prior issuance of a 90-day VDOT construction “Entrance Correct” Permit for the site. VDOT is located at 41 Lawson Road S.E., Leesburg, VA. (703) 737-2000



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Department of Building and Development  
1 Harrison Street, S. E., P. O. Box 7000, Leesburg, VA 20177-7000  
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GRADING FEES

GRADING (E&S) FEES:	
Plan Review, Inspections & Management (Base Fee)	\$705
Single Family Attached & Detached Residential	\$705 + \$115/disturbed acre* + \$30/lot
Infrastructure/ Commercial	\$705 + \$115/disturbed acre* = Fee
BOND FEES FOR GRADING (E&S):	
Reduction	\$285
Release	10% of original bond not to exceed \$500 (includes 2 inspections – punchlist and final)
IF FURTHER INSPECTIONS ARE REQUIRED TO VERIFY THE PROJECT IS COMPLETED AND READY FOR BOND RELEASE, A \$200 RE-INSPECTION FEE IS REQUIRED.	

COMMENT:

In general, all Site Plans (STPL) are considered commercial projects and the fees calculated on total disturbed acreage.

Construction Plans and Profiles (CPAP) are considered residential subdivisions and infrastructure projects and the fees are calculated on a per “lot” basis. If a CPAP is for a proposed road project only, then the total number of future lots served by the road must be included with the fee calculation as indicated in the above residential formula.

Any project which is submitted as a “Rough Grading” or Temporary Stockpile permit will also have to apply for an additional grading permit and submit additional fees upon final grading plan approval.

When calculating Grading (E&S) fees, please use an accurate estimate of the disturbed acres to the nearest hundredth (For example: 1.55 acres).

EXAMPLE: For a residential project that has 20 lots and is disturbing 6.80 acres, the fee would be calculated as such

$$\$705 + \$782 (6.80 \times \$115) + \$600 (20 \times \$30) = \underline{\$2087.00} \text{ total E\&S fee}$$

\*Disturbed acres to the nearest hundredth (For example: 1.55 acres)

Grading Permit No. \_\_\_\_\_ (Assigned by County Staff)



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APPLICATION FOR GRADING PERMIT

Date: \_\_\_\_\_ CPAP/STPL No. \_\_\_\_\_ Property ID (PIN) No. \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
(Must appear PRECISELY as written on plans)

Name of Owner: \_\_\_\_\_  
Owner Street Address: \_\_\_\_\_  
Owner City, State, Zip: \_\_\_\_\_  
Owner Telephone No.: \_\_\_\_\_

*Note: Please fill in this field if you are acting on behalf of the owner. If you are not the legal owner, then you must have a Power of Attorney to sign and conduct business on the owner's behalf. If the owner is a company and you are an employee of that company, you must show your ability to sign on behalf of that company such as: John Q. Public, Managing Member of County Contracting LLC.*

Name of Applicant: \_\_\_\_\_  
Applicant Street Address: \_\_\_\_\_  
Applicant City, State, Zip Code: \_\_\_\_\_  
Applicant Telephone No.: \_\_\_\_\_  
Applicant Business Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Power of Attorney Attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Contractor/Builder: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Loudoun County Business License No.: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

Responsible Land Disturber Certification: \_\_\_\_\_ Tel: \_\_\_\_\_  
Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
Certification No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
If you are grandfathered in as an individual holding a valid Virginia Professional Engineer, Land Surveyor, Landscape Architect or hold an Architect’s License, please fill out below:  
Name: \_\_\_\_\_  
License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby request a Grading Permit for \_\_\_\_\_ lots or \_\_\_\_\_  
acres, located on the (north) (south) (east) (west), side of Route/Road No. \_\_\_\_\_,  
miles (north), (south), (east), (west), of the intersection of Rt/Rd \_\_\_\_\_. The amount of disturbed land  
will be \_\_\_\_\_ acres.

Type of Project: Commercial ☐ Residential ☐ Purpose of Project: \_\_\_\_\_  
A PRE-CONSTRUCTION SITE MEETING IS REQUIRED PRIOR TO LAND DISTURBING ACTIVITY. A PRELIMINARY ZONING  
CLEARANCE IS PREREQUISITE FOR A GRADING PERMIT APPLICATION. A “VSMP” GENERAL CONSTRUCTION PERMIT,  
OR PROOF OF PERMIT APPLICATION FROM THE VIRGINIA DEPARTMENT OF CONSERVATION & RECREATION WILL BE  
REQUIRED PRIOR TO THE ISSUANCE OF A GRADING PERMIT.

Grading Permit No. \_\_\_\_\_ (Assigned by County Staff)

**LOUDOUN COUNTY GRADING PERMIT APPLICATION**

**EXPIRATION:**

I hereby understand that Grading Permit “approval” expires in six (6) months from the date of approval if the collateral (surety, letter of credit or cash) has not been submitted and approved for this project. Once a permit is issued, the duration of the permit shall be in effect for no longer than three (3) three years after the date of issuance. (Codified Ordinances of Loudoun County, Chapter 1220.06(k) Erosion Control)

**RIGHT OF ENTRY:**

I hereby grant designated officials of Loudoun County the right to enter my property for the purpose of inspection or monitoring for compliance with the approved erosion and sediment control plan on the above referenced project.

**PLAN IMPLEMENTATIONS:**

I certify that I fully understand and will comply with all Loudoun County Erosion and Sediment Control Program requirements and the Virginia Erosion and Sediment Control Laws. I will carry out the erosion and sediment control plan on the above referenced project as approved by Loudoun County. I will keep a copy of the most current Virginia Erosion and Sediment Control Handbook (Third Edition 1992) or field manual and one set of the approved Erosion Control Plan on the referenced site at all times.

_____ Printed Name and Title of Applicant	_____ Signature of Applicant	_____ Date
_____ Printed Name and Title of Owner	_____ Signature of Owner	_____ Date
_____ Printed Name and Title of Owner	_____ Signature of Owner	_____ Date

.....

For County Office Use Only – Applicant does not fill out

Director of Building & Development: \_\_\_\_\_

Date: \_\_\_\_\_

Note: If there is more than one property owner, please provide an additional addendum sheet with all the appropriate owner signatures, or the application will not be valid. If the applicant is signing on behalf of the owner/owners, you must provide authorization.



Loudoun County, Virginia

[www.loudoun.gov](http://www.loudoun.gov)

Department of Building and Development

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## VSMP General Construction Permit Requirements

The Virginia Department of Conservation and Recreation (DCR), in accordance with the Clean Water Act as amended and pursuant to the Virginia Stormwater Management Act, requires construction site operators secure, or will secure by indicating proof of application, a Virginia Stormwater Management Permit (VSMP) for stormwater discharges from construction activities.

Reference (4 VAC 50-60 et seq.) for context.

Construction activity includes clearing, grading, and excavating which results in land disturbance equal to or greater than one acre. In order to ensure compliance with the DCR permitting requirement, all applicants for grading permits within the County of Loudoun, subject to the criteria as previously described, will be required to provide receipt of proof that construction site operators have secured or will secure a VSMP Construction Permit prior to the issuance of a grading permit. All inquiries regarding forms, fees, and the VSMP permitting process shall be directed to:

Virginia Department of Conservation & Recreation

Stormwater Permitting

203 Governor Street

Richmond, VA 23219

(804) 786-1712

[www.dcr.virginia.gov/soil\\_and\\_water/vsmp.shtml](http://www.dcr.virginia.gov/soil_and_water/vsmp.shtml)

**Background:** The Soil and Water Conservation Board has regulatory authority and oversight for National Pollutant Discharge Elimination System (NPDES) federal permitting programs related to municipal separate storm sewer systems (MS4s) and construction activity stormwater discharges. DCR administers these programs through Virginia Stormwater Management Program Permit (VSMP) Regulations, authorized under the Virginia Stormwater Management Act. As mandated by the Clean Water Act (CWA) and the Code of Federal Regulations (CFR), the federal permitting requirements have been incorporated into the VSMP regulations. DCR is responsible for the issuance, denial, revocation, termination and enforcement of individual and general VSMP permits for the control of stormwater discharges from MS4s and construction activities.

COUNTY OF LOUDOUN  
EROSION AND SEDIMENT CONTROL  
BOND ESTIMATE AND BOND REDUCTION FORM

PROJECT NAME: \_\_\_\_\_ PROJECT NUMBER: CPAP/STPL \_\_\_\_\_  
PREPARED BY: \_\_\_\_\_ FIRM: \_\_\_\_\_ DATE: \_\_\_\_\_

ITEM	BOND ESTIMATE				REDUCTION ESTIMATE		
	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
CONSTRUCTION ENTRANCE WITH WASH RACK	EA	\$2,290.00					
	EA	\$3,620.00					
SILT FENCE	LF	\$3.60					
REINFORCED SILT FENCE	LF	\$12.00					
DIVERSION DIKE	LF	\$3.60					
TREE PROTECTION	LF	\$3.60					
SEDIMENT TRAP	EA	\$420.00					
PIPE OUTLET TRAP	EA	\$1,330.00					
SEDIMENT BASIN	EA	\$4,580.00					
INLET PROTECTION	EA	\$180.00					
OUTLET PROTECTION	EA	\$300.00					
STONE CHECK DAM	EA	\$300.00					
RIP RAP CLASS I	SY	\$60.00					
PIPE SLOPE DRAIN	LF	\$7.80					
UTILITY STREAM CROSSING	EA	\$1,810.00					
TEMPORARY SEEDING INCLUDES STRAW MULCH	AC	\$1,810.00					
PERMANENT SEEDING INCLUDES STRAW MULCH	AC	\$2,410.00					
SOIL STABILIZATION MAT	SF	\$1.20					
LOT ASSESSMENT FOR RURAL SUBDIVISION LOTS	LOT	\$3,000.00					
					Estimate of Completed Work:		

(Note: Current inflation factor for bond estimates is 4%)

TOTAL	\$ _____
+ 20% CONTINGENCIES	\$ _____
GRAND TOTAL	\$ _____
+ INFLATION FACTOR AT 4%	\$ _____
1st YEAR BOND=GRAND TOTAL+ INFLATION FACTOR	\$ _____



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Building Permit No. \_\_\_\_\_

Department of Building and Development

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Administration: 703/777-0397 Fax: 703/771-5215

AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN FOR  
SINGLE-FAMILY RESIDENTIAL CONSTRUCTION  
(ATTACHMENT TO THE ZONING PERMIT)

**Note:** Land disturbing activities in Mountainside Development Overlay Districts (MDOD) or in moderately steep, or steep slope areas shall be required to obtain a Grading Permit.

I, the Undersigned, do certify that I shall comply with the Virginia Erosion and Sediment Control Handbook and the Codified Ordinances of Loudoun County to ensure that ADEQUATE EROSION AND SEDIMENT CONTROLS ARE INSTALLED AND MAINTAINED on the subject property during the construction of the residential structure as well as during the construction of items such as the driveway and drainfield. All required control practices shall be installed prior to any land disturbing activity and maintained accordingly. The following measures shall be used on each property in accordance with the Codified Ordinances of Loudoun County, Chapter 1220 and the Virginia Erosion and Sediment Control Handbook, Third Edition 1992.

- Silt fence or other approved controls placed down-slope from all disturbed areas.
- A stone construction entrance placed at the entrance of the property.
- Seed and mulch placed on the total disturbed area within seven (7) days of final grading to ensure proper stabilization of the disturbed soils.
- Other additional measures may be required depending on site conditions, such as check dams, diversion dikes, sediment traps, culvert inlet and outlet protection to ensure protection of sensitive areas and waterways.

Required additional Erosion Control measures for this agreement:

1. \_\_\_\_\_
3. \_\_\_\_\_
2. \_\_\_\_\_
4. \_\_\_\_\_

Additionally, I understand that if the aforementioned state and local erosion and sediment control requirements are not followed on the subject property, I shall be deemed in violation of my Zoning Permit conditions of approval. Such violation shall impact the building and occupancy inspections associated with the subject property.  
*Please fill out the following entirely*

Responsible Land Disturber Certification

Tel: \_\_\_\_\_

Name \_\_\_\_\_ Cell: \_\_\_\_\_

Certification No: \_\_\_\_\_ Expiration Date \_\_\_\_\_

If you hold a valid Virginia Professional Engineer, Land Surveyor, Landscape Architect or an Architect’s License, or a Certificate of Competence from the DCR (VA SWC Board) in the areas of Combined Administration, Program Administration, Inspection, or Plan Review, please fill out below:

Name \_\_\_\_\_ Certification Type \_\_\_\_\_

License/Certification No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Printed Property Owner Name: \_\_\_\_\_

Date: \_\_\_\_\_ | Daytime Telephone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Property Street Address: \_\_\_\_\_

City: \_\_\_\_\_ | State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

PIN (Property ID umber): \_\_\_\_\_

Subdivision Grading Permit # ( If Existing ) \_\_\_\_\_ Lot # \_\_\_\_\_

Subdivision Name ( If Applicable ) \_\_\_\_\_ Section \_\_\_\_\_

Below to be completed by Building and Development Staff Only:

Form Accepted by: \_\_\_\_\_



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## **TYPICAL NARRATIVE FOR CONSTRUCTION OF SINGLE FAMILY RESIDENCE IN RURAL ZONING DISTRICTS**

Project Description: (Example) The purpose of this project is for the construction of single-family residences in the Loudoun County AR-1 & AR-2 (formerly A-3) Agricultural-Residential Districts. Single-family dwellings with driveways and septic fields are being planned for lots xx-xx, Section xx, of the xxxx Development in Loudoun County. The total disturbed area of all lots is xx acres.

Erosion and Sediment Controls: Unless otherwise indicated, all vegetative and structural E/S practices shall be constructed and maintained according to the “Minimum Standards” and specifications of the Virginia Erosion and Sediment Control Handbook, Third Edition, 1992.

The following measures shall be used on each property in accordance with the VESCH:

Silt Fence: SF shall be placed adjacent to the down-slope perimeter of the disturbed area.

Construction Entrance: CE shall be placed and maintained at the entrance of the property.

Permanent Seeding: Appropriate seeding mixture shall be placed on the total disturbed area within 7 days of final grading to ensure proper stabilization of the disturbed soils.

Diversion Dikes, Super Silt Fence, Sediment Traps, Inlet and Outlet Protection: These controls shall be used depending on such factors as disturbed area, drainage issues, critical areas such as proximity to floodplain or wetlands, or steep slopes.

**Mountainside Development Overlay District (MDOD): (If applicable) If a lot or portions of a lot are within the MDOD, then a locational clearance for all development and land disturbing activity on these lots is required and shall comply with Section 4-1600 of the 1993 Loudoun County Zoning Ordinance.**

**Steep Slopes: (If applicable) If a lot contains Moderately Steep Slopes (15 – 25%) and Steep slopes (> 25 %), then a locational clearance for all development and land disturbing activity on these lots is required and shall comply with Section 5-1508 of the 1993 Loudoun County Zoning Ordinance.**

Notes: Final limits of clearing and grading will be determined when the houses are sited. The clearing of the lots is not to be conducted with the construction of other activities or infrastructure related to this plan. The Department of Building and Development shall be notified for a pre-construction meeting prior to the clearing of any lot.



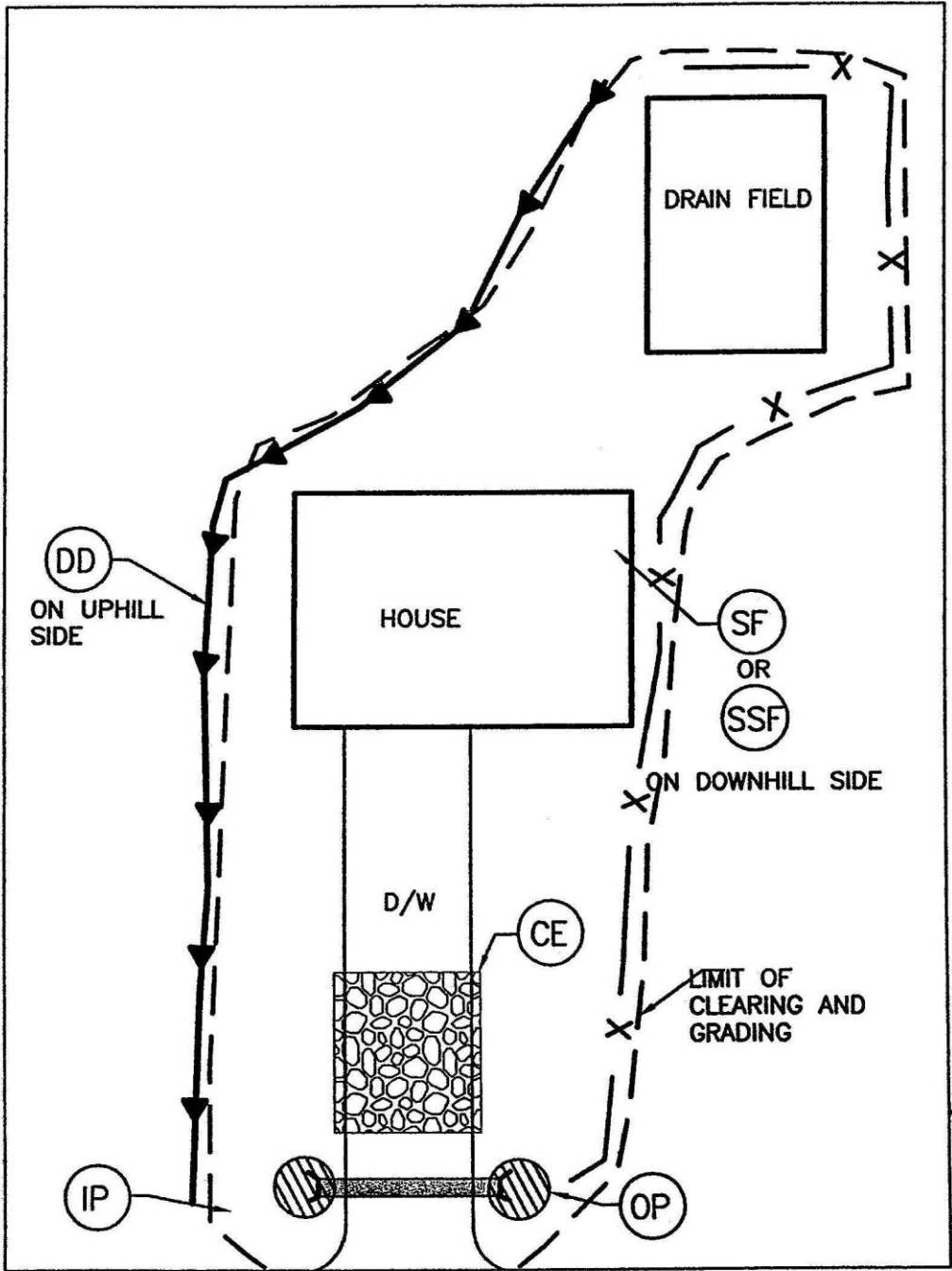


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TYPICAL LAYOUT FOR NON-STEEP  
SLOPE, NON-MOUNTAIN SIDE PARCEL  
SCHEMATIC



**Note: Typical example for Single-Family House with driveway and septic field in Loudoun County Rural (A-3) Zoning District. Final limits of clearing will be determined at house siting.**



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## **STANDARDS AND SPECIFICATIONS** **FOR EROSION CONTROLS**

### **Temporary Stone Construction Entrance, STD & SPEC 3.02:**

To reduce the amount of soil or mud being transported onto public roads. Install a stone pad located at points of ingress and egress, using VDOT #1 stone. Dimensions of construction entrance shall be a minimum of 12 feet wide by 70 feet length. A filter fabric liner shall be installed prior to the placement of the construction entrance aggregate as specified in State Minimum Standard # 17.

### **Silt Fence, STD & SPEC 3.05:**

A temporary sediment barrier to control erosion in sheet flow and low flow channel situations. Silt fence consists of a synthetic filter fabric (usually black) entrenched 4" into the ground, stretched tight and attached to support posts spaced 6 feet apart.

### **Temporary Diversion Dike (berm), STD & SPEC 3.09:**

A temporary ridge (1.5 ft. height by 4.5 ft. width) of compacted soil at the top or bottom of disturbed area, to divert off-site water away from or on-site water to a sediment pond. Berms must be seeded and mulched immediately.

### **Temporary Sediment Trap, STD & SPEC 3.13:**

A temporary ponding area formed by an earth embankment with a stone outlet that filters the sediment from the runoff. To be used with drainage areas smaller than one acre. The outlet filter is placed at the low point of the pond and consists of Class #1 riprap faced with smaller stone (VDOT #3, #57 or #5).

### **Rock Check Dams, STD & SPEC 3.20:**

Used in drainage areas of less than two acres to reduce the velocity of concentrated stormwater flows, thereby reducing erosion. Install a small stone dam across a swale or ditch, using a combination of larger stone (for stability) faced with smaller stone for filtering. Shape dam in a semi-circle with the center of the check dam at least six inches lower than the outer edges.

### **Permanent or Temporary Seeding, STD & SPEC 3.31, 3.32:**

Soil stabilization shall be applied to areas that will be denuded and inactive for more than thirty days or within seven days after final grade is achieved. Areas to be permanently seeded are to use a certified seed. All seeded areas are to be straw mulched at the rate of two tons per acre.



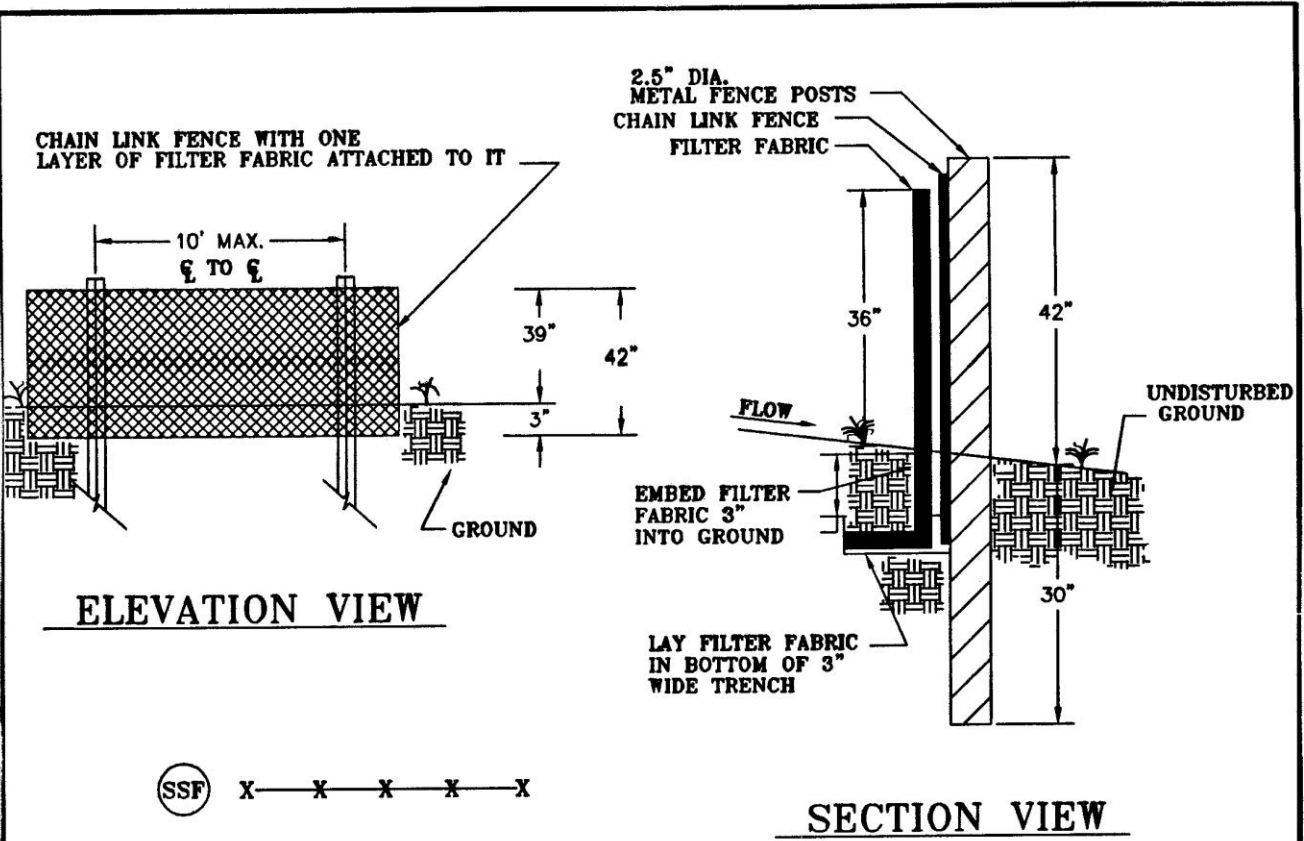
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**SUPER SILT FENCE**  
NO SCALE

**FENCING**

Chain link fence shall be 39" above grade with 3" embedded for a total fabric width of 42". The post shall be 42" above grade with 30" placed below grade (without concrete) for a total length of 72".

**NOTES**

1. Chain link fence shall be fastened securely to fence posts with wire ties.
2. Filter fabric shall be fastened securely to chain link fence with ties spaced horizontally 24" at the top and midsection.
3. Physical properties of the filter fabric shall conform to the latest edition of THE VIRGINIA EROSION & SEDIMENT CONTROL HANDBOOK.
4. When two sections of filter fabric adjoin each other, they shall be overlapped by 6".
5. Maintenance shall be performed as needed and material shall be removed when sediment build-up reaches 50% of the height of the super silt fence.

**SUPER SILT FENCE**  
NO SCALE



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SUPER SILT FENCE

Definition

A temporary barrier of Geotextile Class F over 2-inch wire fabric mesh (chain link) used to control sediment-laden runoff from small drainage areas.

Purpose

- To reduce runoff velocity and allow the deposition of transported sediment to occur. Limits imposed by ultraviolet light stability of the fabric will dictate the maximum time period the silt fence may be used.
- 1) Super silt fence (SSF) provides a barrier that can collect and hold debris and soil, preventing the material from entering critical areas, streams, streets, etc.
  - 2) Super silt fence can be used where the installation of a dike would destroy sensitive areas, woods, wetlands, etc.
  - 3) Super silt fence should be placed as close to the contour as possible. No section of silt fence should exceed a grade of 5% for more than 50 feet.
  - 4) Super silt fence is not intended to replace primary controls such as sediment traps or sediment basins.

Design Criteria

Length of the flow contributing to Super Silt Fence shall conform to the following limitations:

Slope	Slope Steepness	Slope Length (Max.)	Silt Fence Length (Max)
0-10%	0-10:1	Unlimited	Unlimited
10-20%	10:1-5:1	200 feet	1,500 feet
20-33%	5:1-3:1	100 feet	1,000 feet
33 -50%	3:1- 2:1	100 feet	500 feet
50% +	2:1 +	50 feet	250 feet

Construction Specifications

- 1) Fencing shall be 42 inches in height and constructed in accordance with the latest Virginia Department of Transportation Road and Bridge Standards for chain link fencing.
- 2) Chain link fence shall be securely fastened to the fence posts with wire ties or other suitable means. The lower tension wire, brace and truss rods, drive anchors and post caps are not required except on the ends of the fence.
- 3) The silt fence fabric shall be securely fastened to the chain link fence with ties spaced every 24 inches at the top and mid-section.
- 4) The silt fence fabric shall be embedded a minimum of 8 inches into the ground.
- 5) When two sections of silt fence fabric adjoin each other, they shall be overlapped by 6 inches and folded.
- 6) Maintenance shall be performed as needed and silt build-up removed when the silt reaches one-half the height of the fence.
- 7) The silt fence fabric shall meet the following requirements for Geotextile Class F:

Tensile strength	50 lb/in (min)	ASTM Test Method D- 4595
Tensile Modulus	20 lb/in (min)	ASTM Test Method D 4595
Flow Rate	0.3 gal/cu.ft. /min. (max)	ASTM Test Method D- 5141
Filtering Efficiency	75 % (min)	ASTM Test Method D-5141

References: VDOT Road and Bridge Standards Vol. I 1993  
Maryland Department of Environment Water Management Administration  
US Department of Agriculture Soil Conservation Service

# **CHECKLIST**

## **FOR EROSION AND SEDIMENT CONTROL PLANS**

\_\_\_\_\_ **Minimum Standards** – All applicable Minimum Standards as described in the Virginia Erosion and Sediment Control Handbook, Third Edition, 1992, must be addressed.

### **COMPONENTS of NARRATIVE:**

\_\_\_\_\_ **Project Description** – Briefly describes the nature and purpose of the land-disturbing activity, and the area (acres) to be disturbed.

\_\_\_\_\_ **Existing site conditions** – A description of the existing topography, vegetation and drainage.

\_\_\_\_\_ **Adjacent Areas** – A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.

\_\_\_\_\_ **Off-site areas** – Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.). Will any other areas be disturbed?

\_\_\_\_\_ **Soils** – A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.

\_\_\_\_\_ **Critical Areas** – A description of areas on the site which have potentially serious erosion problems (e.g., steep slopes, channels, wet weather/underground springs, etc.).

\_\_\_\_\_ **Erosion and sediment control measures** – A description of the methods, which will be used to control erosion and sedimentation on the site. Controls should meet the specifications in Chapter 3.

\_\_\_\_\_ **Permanent Stabilization** – A brief description, including specifications, of how the site will be stabilized after construction is completed.

\_\_\_\_\_ **Stormwater runoff considerations** – Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff.

\_\_\_\_\_ **Calculations** – Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff.

\_\_\_\_\_ **Vicinity map** – A small map locating the site in relation to the surrounding area. Include any landmarks, which might assist in locating the site.

\_\_\_\_\_ **Indicate north** – The direction of north in relation to the site.

\_\_\_\_\_ **Limits of clearing and grading** – Areas which are to be cleared and graded.

\_\_\_\_\_ **Existing contours** – The existing contours of the site.

\_\_\_\_\_ **Final contours** – Changes to the existing contours, including final drainage patterns.

\_\_\_\_\_ **Existing Vegetation**- The existing tree lines, grassed areas, or unique vegetation described.



SUBSTITUTE FOR FORM W-9

Request for Taxpayer Identification Number

Pursuant to Internal Revenue Service Regulations, you must furnish your Taxpayer Identification Number (TIN) to Loudoun County. If this number is not provided, you may be subject to a 31% withholding on each payment. To avoid this 31% withholding and to insure that accurate tax information is reported to the Internal Revenue service, please use this form to provide the requested information.

Owner's Name (if Sole Proprietor): \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

9 Digit Taxpayer Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Social Security Number)

Federal Employment Identification Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- Business Designation:
- (You may select more than one)
- ☐ Individual
- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Estate/Trust
- ☐ Corporation
- ☐ Personal Service Corporation
- ☐ Governmental Entity
- ☐ Non-Profit Organization

Principal Business Activity:

(List type of Service or Product Provided)

Under penalties of perjury, I declare that the information provided is true, correct, and complete, to the best of my knowledge and belief.

Name and Title (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_**

Board of Supervisors  
County of Loudoun  
1 Harrison Street, SE  
Leesburg, Virginia 20177

**Attn: Building and Development - Bonds Management  
Erosion and Sediment Control**

Gentlemen:

We, \_\_\_\_\_ [Name of Bank] \_\_\_\_\_, \_\_\_\_\_ [Street Address] \_\_\_\_\_, \_\_\_\_\_ [City] \_\_\_\_\_, [State] \_\_\_\_\_ [Zip Code], this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, hereby authorize you to draw on us for account of \_\_\_\_\_ [Individual or Company Name] \_\_\_\_\_, (the “Developer”), \_\_\_\_\_ [Street Address] \_\_\_\_\_, \_\_\_\_\_ [City] \_\_\_\_\_, \_\_\_\_\_ [State] \_\_\_\_\_ [Zip Code], up to an aggregate amount of U.S. Dollars \_\_\_\_\_, (\$\_\_\_\_\_), such amount not available except by your drafts at sight accompanied by certification of the Director of Building and Development of Loudoun County, Virginia that the Developer failed to complete and maintain the erosion control structures and procedures in accordance with the approved grading plans and specifications submitted with the project known as \_\_\_\_\_, CPAP/STPL #\_\_\_\_\_ (if applicable) and approved revisions thereof, however such revisions may be designated, or otherwise failed to perform in accordance with the Grading Permit Application dated \_\_\_\_\_, and submitted by \_\_\_\_\_ [Name of Applicant], to the Loudoun County Board of Supervisors.

We hereby further agree that:

(a) Drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored if presented at our office on or before \_\_\_\_\_. **[NOTE TO BANK: THIS EXPIRATION DATE MUST BE AT LEAST EIGHTEEN (18) MONTHS AFTER THE EFFECTIVE DATE OF THIS LETTER OF CREDIT AND THE ADDRESS OF PRESENTATION MUST BE AN OFFICE OF THE BANK LOCATED WITHIN THE COMMONWEALTH OF VIRGINIA, ~~IF~~ THIS INSTRUCTION NEED NOT BE INSERTED IN THE LOC.].**

(b) Funds available under this Letter of Credit may be drawn in such amounts and at such times as determined by the Director of Building and Development, in his sole discretion, provided that the amount drawn shall not exceed the aggregate amount specified herein.

(c) We shall have no right, duty, obligation, or responsibility to evaluate the performance or nonperformance of the underlying obligations between the Developer and the beneficiary of this credit.

(d) It is a condition of this Letter of Credit that it will be extended for an additional period of six (6) months from the present or future expiration date hereof, unless ninety (90) days prior to such date we will notify you, in writing by registered or certified mail, that we elect not to renew this Letter of Credit for such additional period.

(e) The amount of any draft drawn hereunder must be endorsed on the reverse side hereof. All drafts must be marked “Drawn under Irrevocable Letter of Credit No. \_\_\_\_\_, \_\_\_\_\_ [Individual or Company Name of Developer] \_\_\_\_\_.”

Letter of Credit No. \_\_\_\_\_

(f) Except as expressly provided herein, this Letter of Credit is governed by the laws of Virginia and is subject to the Uniform Customs and Practice for Documentary Credits, 2007 Revision, ICC Publication No. 600 (“UCP”). In the event of any conflict between Virginia law and the UCP, Virginia law shall prevail. This credit shall be deemed to be a contract made under the laws of Virginia, and the parties expressly agree that the courts of the Commonwealth of Virginia shall have exclusive jurisdiction to decide any questions arising hereunder.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CORPORATE SEAL

ATTEST: \_\_\_\_\_  
By: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_, whose name is signed to the foregoing, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires:  
\_\_\_\_\_  
\_\_\_\_\_  
Notary Public



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COUNTY OF LOUDOUN  
**GRADING PERMIT SURETY BOND**  
(EROSION AND SEDIMENT CONTROL)

BOND NO.	DATE BOND EXECUTED:								
PRINCIPAL(S)/CO-PRINCIPAL(S)  (Legal Name(s), Status, and Business Address(es) and Telephone Number(s))          (Hereinafter "Principal" whether one or more than one)	TYPE OF ORGANIZATION: (Check One)  ( ) Individual  ( ) Partnership or Joint Venture  ( ) Limited Liability Company  ( ) Corporation  ( ) Other (Specify) _____  STATE OF INCORPORATION OR ORGANIZATION:								
SURETY(IES): (Name(s) and Business Address(es) and Telephone Number(s))          A.M. Best No. _____ A.M. Best Rating: _____ A.M. Best F.S.C. _____ (Hereinafter "Surety" whether one or more than one)	SUM OF BOND <table><tr><td>Million(s)</td><td>Thousand(s)</td><td>Hundred(s)</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>  Date of Grading Permit Application: _____  Project Name: _____ _____ _____	Million(s)	Thousand(s)	Hundred(s)					
Million(s)	Thousand(s)	Hundred(s)							

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety hereto recite and declare that:

1. We are held and firmly bound to the obligee Board of Supervisors of Loudoun County, Virginia (hereinafter called **“County”**), in the sum written above in lawful money of the United States of America, to be paid to the County, its successors or assigns, for the payment whereof Principal(s), Co-Principal(s) and Surety(ies) bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by this Bond.

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2. The condition of this Bond is that if the Principal shall in every respect discharge its obligations under the Grading Permit Application identified above, which Grading Permit Application is incorporated herein by reference, then this Bond shall be void; otherwise, this Bond shall remain in full force and effect until released by the County.

3. Surety expressly WAIVES any right to receive notice, review, approve any revisions to the plans, profiles, and specifications referred to in the Grading Permit Application and no such revision shall in any way affect the obligation of the Surety under this Bond.

4. Surety shall be deemed to consent to any extension of time granted to Principal to permit performance of the obligations of the Grading Permit Application, whether or not Surety receives notice of such extension of time, and the liability of Surety under this Bond shall not be discharged or affected by any such extension of time.

5. DEFAULT:

A. Default may be deemed to have occurred on the part of the Principal if Principal shall fail to complete its obligations under the Grading Permit Application within the time set forth therein or any time extension thereof;

B. Default shall be deemed to have occurred on the part of the Principal prior to the expiration of such time period, or time extension, if, in the judgment of the Director of Building and Development ("B&D"), the Principal has:

- i. Abandoned the performance of its obligations under the Grading Permit Application; or
- ii. Renounced or repudiated its obligations under the Grading Permit Application; or
- iii. Demonstrated through insolvency, or otherwise, including the voluntary filing of a bankruptcy, that its obligations under the Grading Permit Application cannot be completed within the time allotted under the Grading Permit Application. Should the Applicant file bankruptcy, it shall provide notice of filing and obtain Bankruptcy Court permission to maintain any bonds, including this one, in place with the County.

C. Default shall be deemed to have occurred on the part of the Principal if Principal shall fail to renew this bond or to have this bond reissued prior to the completion of the Improvements covered by the Grading Permit Application.

D. The County may elect to provide Principal 30 days to cure any default with the Notice of Default.

E. In the event of default, the County may terminate whatever rights the Principal may have to construct or correct construction of facilities.

6. In the event of default by the Principal, the County shall send a Notice of Default to the Principal which may include the 30 day time period to cure the default. A copy of the Notice of Default will be sent to the Surety. Should the Principal fail to cure the default in the time allotted, the County through its Director of Building and Development or other agent, shall give written notice of same to the Surety. In the event of such default and notice, the Surety shall have either of the following options:



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A. Within 21 days of receipt of the default notice, Surety shall pay over the full face value sum of the Bond to the County or such lesser sum as the Director of Building and Development may determine in his sole discretion, and thereafter be relieved of further liability under this Bond. If this option is selected by Surety, then the County will take over or relet all or any part of the work required by the Grading Permit Application but not completed, and will complete the same to the extent of available sums. The cost and expenses of completing the work shall include all items set forth in paragraph 7(B) of this Bond as the measure of damages. If these funds are not enough to complete the work, then the County may proceed against the Principal for any difference. If there are any funds left which are not necessary for completion of the work, then the County will remit this excess to Surety after work is completed.

B. Within 21 days of receipt of the default notice, Surety shall give written notice to the County that it will assume the Grading Permit Application and the obligations of the Principal and shall complete the Grading Permit Application according to its terms and provisions within 180 days of said notice or such other term as may be approved by County and thereafter be relieved of further liability under the terms of this Bond. In the event that Surety elects this option and then fails to faithfully perform all or any part of the work or should it unnecessarily delay completion of all or any part of the work, then the County may proceed as provided in paragraph 6 of this Bond.

C. As used in this Bond, completion of the work specifically includes performance of every obligation of the Principal under the Grading Permit Application.

D. The County shall not be required to institute suit against Principal as a precondition to seeking recovery from Surety.

7. Should Surety fail to elect either option in paragraphs 6(A) and (B), above, within 21 days of receipt of default notice, or upon election of either option should then fail to perform, in either such event, then the County may:

A. Take over or relet all or any part of the work not completed and complete the same for the account and at the expense of the Principal and Surety, who shall be jointly and severally liable to the County for the costs incurred in completion, including all items set forth in paragraph 7(B) of this Bond as the measure of damages chargeable against Principal and Surety for their breach; or

B. Bring suit, action, or proceeding to enforce the provisions of this Bond. In the event that any such suit, action, or proceeding is brought by the County, it is expressly agreed and understood that, regardless of when the breach of the underlying Grading Permit Application occurs, or the breach of the obligations of this Bond, the measure of damages recoverable shall be computed as the costs of completion or correction, or both, of the work required by the Grading Permit Application (1) at the time the work is actually completed and/or corrected to local and state approval and acceptance or (2) at the time of final judgment of a Court of competent jurisdiction; it is further expressly agreed and understood that the measure of damages shall include expenses attributable, but not limited, to administrative costs, litigation costs, attorney's fees, maintenance, deterioration, inflation, and any cost increases arising from delay occasioned by litigation, action, or proceedings necessary to enforce the provisions of this Bond, and delays by Surety under paragraph 6(B) of this Bond.

C. Should the County complete the work, the County shall not be bound by the Principal's approved construction plans if unforeseen conditions require the County to deviate from the

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approved plans. Such deviations shall be reasonable with regard to costs, time, and exigency and shall be at the sole discretion of the Director of Building and Development.

8. Nothing in this Bond shall be construed as creating an obligation upon the County to pay for the completion or correction of the work guaranteed under the provisions of this Bond.

9. By signatures hereto the Principal and the Surety do hereby expressly WAIVE any objection that they, or either of them, might interpose to the authority of the County to require each and every provision of the foregoing Bond.

10. If any provision of this Bond is held to be illegal, invalid, or unenforceable, or is found to be against public policy for any reason, such provision shall be fully severable and this Bond shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been part of this Bond, and the remaining provisions of this Bond shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision, or by its severance from this Bond.

11. The failure or refusal of the County to take any action, proceeding, or step to enforce any remedy or exercise any right under the Grading Permit Application or the taking of any action, proceeding, or step by County, acting in good faith upon the belief that same is permitted, shall not in any way release Principal or Surety, or any of them, or their respective executors, administrators, successors or assigns from liability under this Bond. Surety hereby WAIVES notice of any amendment, indulgence, or forbearance, made, granted or permitted by the County.

12. In any action or proceeding initiated in connection with this Bond and any and all obligations arising hereunder, the venue shall be the County of Loudoun, Virginia, and it is hereby further understood and agreed that this Bond shall be governed by the laws of the Commonwealth of Virginia, both as to interpretation and performance.

13. All notices sent to the Principal and Surety shall be sent to the addresses set forth on page 1 of 7 of this bond unless said Principal or Surety notify the Director of Building and Development in writing of any change. If an address of either Principal or Surety as shown on the signature page hereof is different from the address for that party as shown on page 1 of 7, notices shall be effective if sent to either address. If the addresses of any Principal or Surety change, the said Principal or Surety shall immediately notify the Director of Building and Development of such change. Failure to notify the Director of Building and Development of any change in address is deemed to be a waiver of any requirement of notice under this Bond to the Principal and Surety. All written notice to the County under this Bond shall be sent certified or registered mail, return receipt requested and addressed to the Director of Building and Development, with a copy to Bonds Management, Building and Development. However, any notice that may be required pursuant to Va. Code Ann. 49-25, as amended, shall be given to the above and to the Chairman of the Board of Supervisors and the County Attorney.

[REMAINDER OF THIS PAGE PURPOSELY BLANK. SIGNATURE PAGES FOLLOW.]



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IN WITNESS WHEREOF, the parties hereto have caused this Grading Permit Application to be executed, under seal, as of the day and year on the date set forth above.

PRINCIPAL(S) / CO-PRINCIPAL(S)

**TYPED, PRINTED NAME:**

SIGNATURE: \_\_\_\_\_(SEAL)

NAME AND TITLE: \_\_\_\_\_  
(Typed/Printed) \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_(SEAL)

NAME AND TITLE: \_\_\_\_\_  
(Typed) \_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_, to wit:

I, \_\_\_\_\_,  
a Notary Public in and for the State and County aforesaid, do hereby certify that  
\_\_\_\_\_ and \_\_\_\_\_  
as \_\_\_\_\_  
and \_\_\_\_\_,  
respectively of the \_\_\_\_\_,  
whose names are signed to the foregoing, this day personally appeared before me in my State and County  
aforesaid and acknowledged their signatures affixed above, and the Corporate Seal as the genuine seal of  
the said corporation.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

My Notary Registration Number: \_\_\_\_\_

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CORPORATE SURETY

NAME, ADDRESS, AND TELEPHONE NUMBER:	STATE OF INCORPORATION OR ORGANIZATION:
_____	_____
_____	LIABILITY LIMIT: _____
_____	

SIGNATURES:

1. _____(SEAL)	2. _____(SEAL)
NAME(S) AND TITLE(S) (Typed/Printed):	
1. _____	2. _____
_____	_____
_____	_____

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_, to wit:

I, \_\_\_\_\_,  
a Notary Public in and for the State and County aforesaid, do hereby certify that  
\_\_\_\_\_ and \_\_\_\_\_  
as \_\_\_\_\_  
and \_\_\_\_\_,  
respectively of the \_\_\_\_\_,  
whose names are signed to the foregoing, this day personally appeared before me in my State and County  
aforesaid and acknowledged their signatures affixed above, and the Corporate Seal as the genuine seal of  
the said corporation.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

My Notary Registration Number: \_\_\_\_\_

Bond No. \_\_\_\_\_

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Countersigned by Virginia Resident Agent: **[REQUIRED]** unless current Certificate of Good Standing and certificate to transact surety business in Virginia has been filed with and approved by the County Attorney. Address must be a deliverable street address (not a P.O. Box) within the Commonwealth of Virginia.]

Signature: \_\_\_\_\_(SEAL)  
Name, Title, Business Address  
and Telephone Number (Typed/Printed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_, to wit:

The foregoing signature was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
on behalf of the corporation.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
My Notary Registration Number: \_\_\_\_\_